DOCUMENT RESUME

ED 477 204 JC 030 318

AUTHOR	Zeigler, Robert E., Comp.
TITLE	San Antonio College Progress & Achievements Report, 2001-2002.
INSTITUTION	San Antonio Coll., TX.
PUB DATE	2002-00-00
NOTE	64p.
PUB TYPE	Numerical/Quantitative Data (110) -- Reports - Descriptive (141) -- Tests/Questionnaires (160)
EDRS PRICE	EDRS Price MF01/PC03 Plus Postage.
DESCRIPTORS	*Ancillary School Services; Budgets; College Curriculum; *College Faculty; College Libraries; *College Students; Community Colleges; Diversity (Institutional); Educational Finance; *Educational Indicators; *Institutional Characteristics; Objectives ; Outcomes of Education; Resource Allocation; Two Year Colleges
IDENTIFIERS	*San Antonio College TX

ABSTRACT

This 2001-02 Progress and Achievements Report for San Antonio College, Texas, is divided into the following three sections: (1) College Strategic Objectives: Interpretations and Recommendations; (2) College Strategic Objectives: Anecdotal Responses; and (3) Unanticipated Activities. The fourth part contains appendices to the report. Some of the objectives and outcomes presented in the report follow. (1) College Strategic Goal 1.1.97 states that: The College will modify existing strategies and initiate new strategies which will support students in achieving their educational goals. College Objective 1.1.4.96 states that: Without negatively affecting the success of students who transfer, by August 2002, 76% of students enrolled in college-level classes on the permanent recording date each semester will have completed the course. The report presents data for college level retention for the fall semesters 1995-2001. In 2001, 75.8% of students completed courses. The report recommends that the college retain this objective for the 2003-04 plan, and change target date to 2005. (2) College objective 5.1.4.01 states that by August 2002, 80% of all college units will be involved each year in community service activities as appropriate. The college surveyed 63 units regarding their involvement in community service activities. The report determined that the objective was achieved, and should be eliminated, but still monitored. (NB)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 477 204

PROGRESS & ACHIEVEMENTS REPORT

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.
Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

D. Mrizek

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

2001-2002

OUR PROGRESS TOWARDS ACHIEVING THE COLLEGE=S MISSION

SAN ANTONIO COLLEGE

A COLLEGE OF THE ALAMO COMMUNITY COLLEGE DISTRICT

IC030318

BEST COPY AVAILABLE

TABLE OF CONTENTS

Introduction 3

San Antonio College Vision Statement 4

San Antonio College Mission Statement 5

College Strategic Objectives: Interpretations and Recommendations 6

College Strategic Objectives: Anecdotal Responses 18

Unanticipated Activities 33

Appendices

Appendix A: Institutional Effectiveness Survey 43

Appendix B: Technology Fee Expenditure 2002-2003 46

Appendix C: Institutional Effect. Steering Committee Role & Scope 54

Appendix D: Access and Equity Recommendations 57

Index 63

INTRODUCTION

In September 1996, San Antonio College began a process of planning based on institutional effectiveness measures. Twenty three measures were initially identified as focus areas for the college. Standards and target dates were established for each of the measures and they were written in the form of college strategic objectives.

Each subsequent year, data is gathered and the college plan is evaluated.

In September 2002, empirical and anecdotal data were collected from units through an Institutional Effectiveness Survey and from data sources available at the college level. Data were compiled by the Office of Institutional Effectiveness into San Antonio College=s sixth comprehensive Progress and Achievement Report (PAR).

This report has four parts:

Part 1 contains all the college strategic objectives with data collected for each. Interpretation and Recommendations based on the data were developed by the College=s Institutional Effectiveness Steering Committee*.

Part 2 contains anecdotal responses from units related to strategic objectives where responses were solicited. Since it was optional, not all units responded anecdotally.

Part 3 contains anecdotal responses related to unanticipated activities experienced by various units in the college. Units were asked to identify the impact the unanticipated activities had on the unit and/or college. Since it was optional, not all units responded anecdotally.

Part 4 contains appendices to the report.

*In the summer of 1999, the Director of Institutional Planning and Evaluation proposed modifying the Institutional Effectiveness process by eliminating the College Planning Committee and creating the Institutional Effectiveness Steering Committee (IESC) with expanded responsibilities. The modification proposal was approved by the College Academic Council and the President in September 1999. This committee=s broad charge is developing the college plan, overseeing its implementation, and monitoring the college=s effectiveness. The Role and Scope statement for the committee is found in Appendix C.

This report was compiled and edited by the Office of Institutional Effectiveness, President Dr. Robert E. Zeigler, the Institutional Effectiveness Steering Committee and all the units/departments who responded to the Institutional Effectiveness Survey.

SAN ANTONIO COLLEGE
VISION STATEMENT

San Antonio College will be a leading educational institution which is responsive, proactive, innovative, risk-taking, continuously improving, visionary, and a catalyst for community development.

SAN ANTONIO COLLEGE
MISSION STATEMENT

SAN ANTONIO COLLEGE - RESPONSIVE EDUCATION
THROUGH EXCELLENCE, ACCESSIBILITY AND DIVERSITY

San Antonio College is a public community college which provides for and supports the educational and lifelong learning needs of a multicultural community. As a leader in education, San Antonio College is committed to excellence in helping students reach their full potential by developing their academic competencies, critical thinking skills, communication proficiency, civic responsibility and global awareness. San Antonio College fulfills its mission by offering the following:

- $ Transfer education designed to provide students with the first two years of the bachelors degree.
- $ General education courses in the liberal arts and sciences to support all college degree programs.
- $ Career preparation provided through a wide range of programs to prepare students for immediate employment.
- $ Developmental studies for students needing to bring their basic skills to a level appropriate for college work.
- $ Continuing education to offer a variety of training, licensure and professional programs.
- $ Academic support services that include a comprehensive learning resource center and basic skills activities that complement instruction.
- $ Student support services to provide assessment, advising, counseling, tutoring, financial assistance, and social and cultural activities for all students, including those with special needs.
- $ Promotion of cross-cultural understanding and appreciation through instructional and social activities that contribute to cultural awareness and interaction.
- $ Involvement of business, industry and professional groups in planning and revising educational programs to meet workforce needs.
- $ An environment conducive to learning through an attractive physical campus and wellness-oriented programs and services.
- $ Continuous assessment of programs and services and the utilization of results for improvement.
- $ Operation of the college within available fiscal resources to provide accountability to taxpayers of the Alamo Community College District.

Part 1

COLLEGE STRATEGIC OBJECTIVES INTERPRETATIONS AND RECOMMENDATIONS

SOURCE: INSTITUTIONAL EFFECTIVENESS SURVEY

The following data were compiled from unit responses on the Institutional Effectiveness Survey as well as data collected from other sources.

Interpretation and Recommendations are provided based on the data collected.

COLLEGE STRATEGIC GOALS AND OBJECTIVES
(Approved by the College Academic Council, December 10, 1997)
(Modified by the College Academic Council, May 13, 1998)
(Modified by the College Academic Council, December 9, 1998)
(Modified by the College Academic Council, January 12, 2000)
(Modified by the College Academic Council, February 9, 2000)
(Modified by the College Academic Council, March 21, 2001)

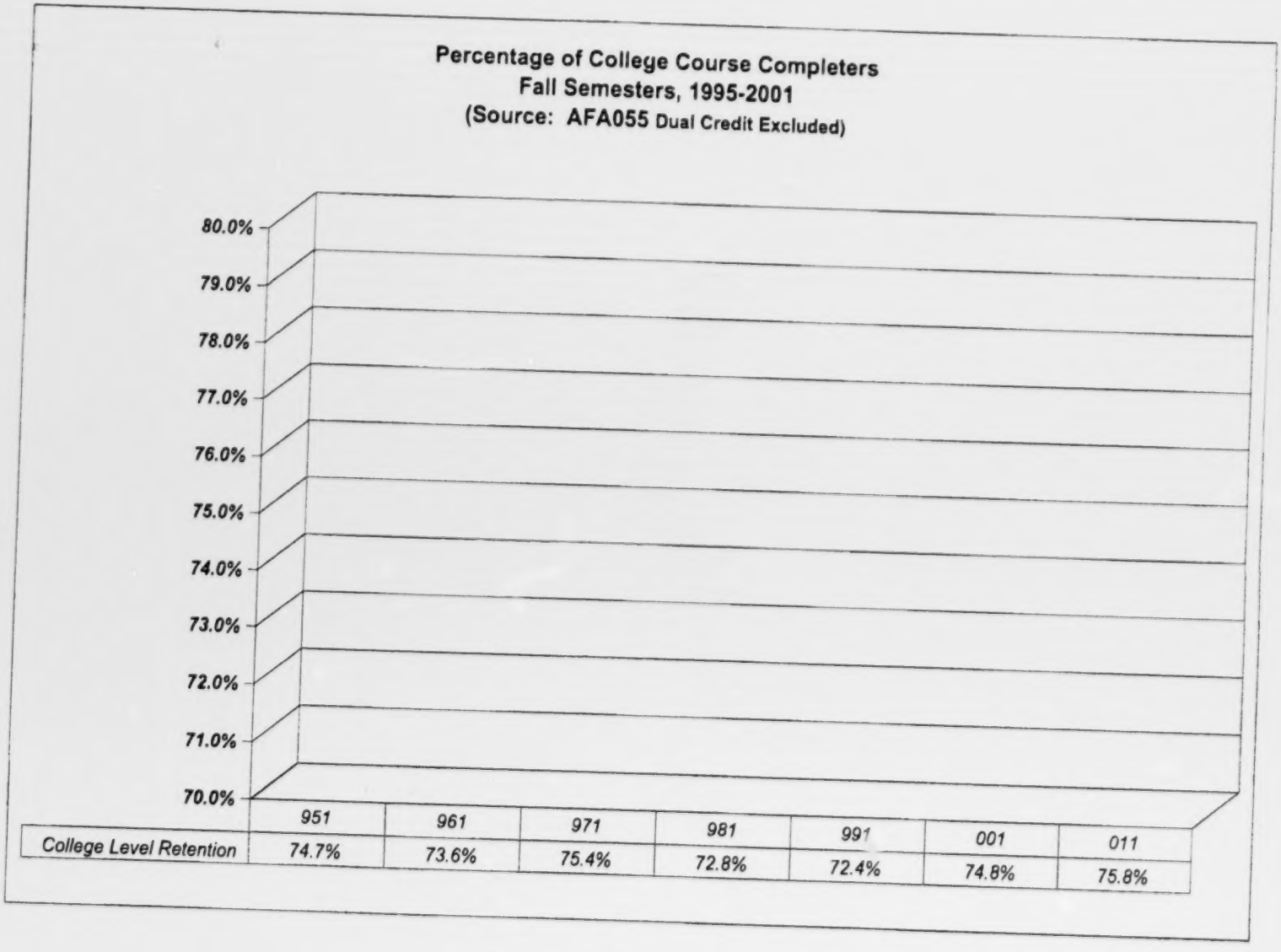
COLLEGE STRATEGIC GOAL 1.1.97: THE COLLEGE WILL MODIFY EXISTING STRATEGIES AND INITIATE NEW STRATEGIES WHICH WILL SUPPORT STUDENTS IN ACHIEVING THEIR EDUCATIONAL GOALS.

College Objective 1.1.4.96: Without negatively affecting the success of students who transfer, by August 2002, 76% of the students enrolled in college-level courses on the permanent recording date each fall semester will have completed the course.

See attached data.

OBJECTIVE NOT ACHIEVED BUT IMPROVEMENT IS EVIDENT.

RETAIN OBJECTIVE FOR 2003-2004 PLAN AND CHANGE TARGET DATE TO 2005.



	951	961	971	981	991	001	011
College Level Retention	74.7%	73.6%	75.4%	72.8%	72.4%	74.8%	75.8%

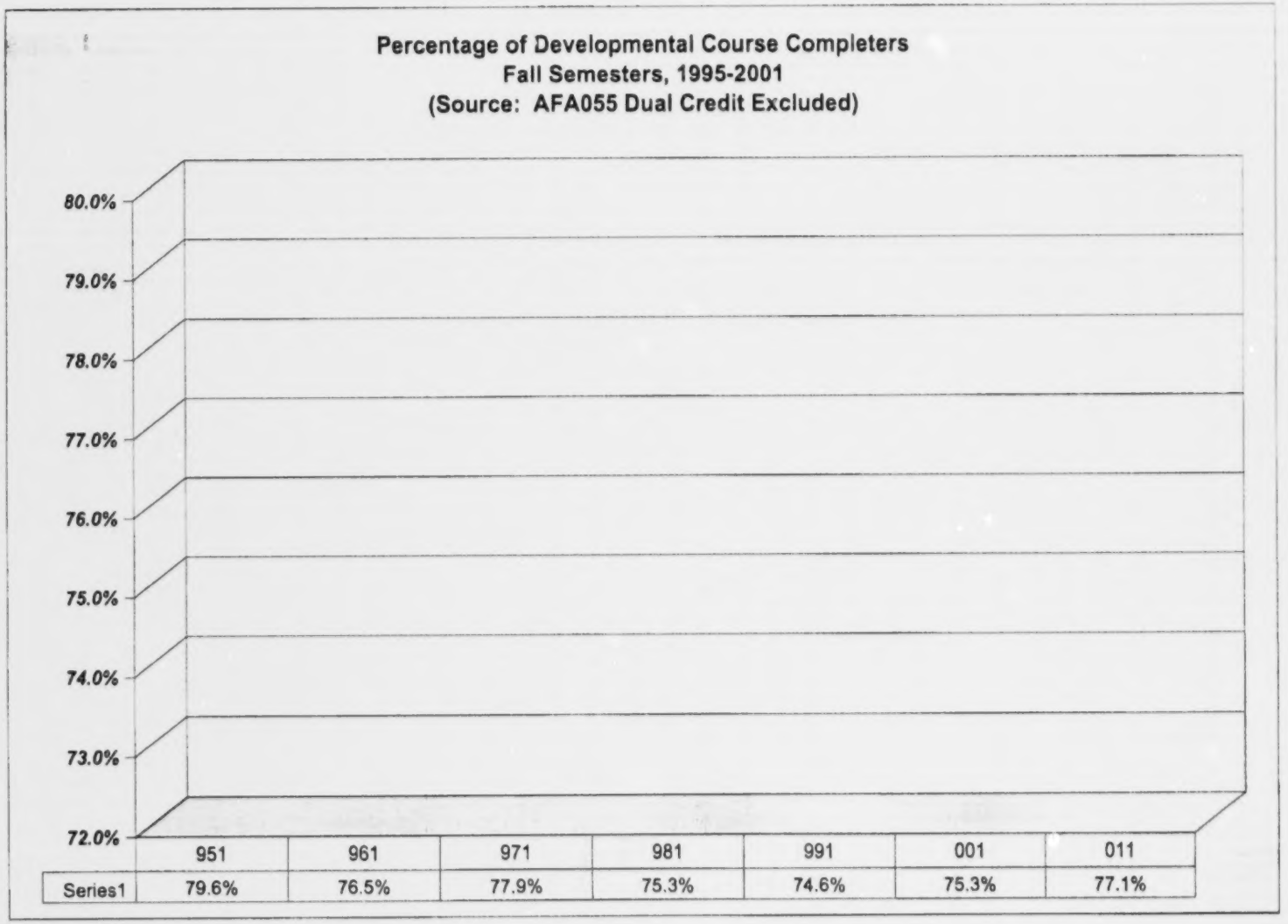
BEST COPY AVAILABLE

College Objective 1.1.5.96: Without negatively affecting the success of students in future college-level courses, by August 2002, 76% of students enrolled in developmental/remedial courses on the permanent recording date each fall semester will have completed the courses.

See attached data.

OBJECTIVE ACHIEVED.

RETAIN OBJECTIVE FOR 2003-2004 PLAN AND CHANGE TARGET DATE TO 2005.



BEST COPY AVAILABLE

College Objective 1.1.6.01: By August of the year 2004, the college will achieve a 15% increase in the number of Associate of Arts and Associate of Science degrees and achieve a 5% increase in the number of Associate of Applied Science and level 1 and level 2 certificates awarded as compared to the number awarded in the academic year 1999-2000. (Baseline 99-00: AA & AS = 222, AAS & Certificates = 657: Data Source: 2000-2001 San Antonio College Fact Book) http//www.accd.edu/sac/ir&e/index.htm)

A comparison of Base Line year 1999-2000 and current year 2000-2001 degrees and certificate awarded by type is illustrated in the table below. As indicated in the Objective Met column, the 15% targeted increase for AA and AS degrees has not been met; the 5% targeted increase for AAS degrees has not been met. The 5% targeted increased for Certificates has been met (7.9%).

Data source: 2000-2001 SAC Fact Book, CBM009

Type of Degree	1999-2000	2000-2001	Increase	% Targeted	% Increase	Objective Met
AA and AS	222	237	15	15%	**6.8%**	No
AAS	493	497	4	5%	**0.8%**	No
Certificates	164	177	13	5%	**7.9%**	Yes
Total	879	911	32		**3.6%**	

OBJECTIVE PARTIALLY ACHIEVED. ELIMINATE OBJECTIVE BUT CONTINUE TO MONITOR. RETENTION STRATEGIES SHOULD COVER THIS.

College Objective 1.1.7.97: By August 2003 all students will be required to declare their educational intent each time they register.

Effective spring 2001, the Texas Higher Education Board added a field for student intent on its CBM001 Summary. This field is based on data provided by San Antonio College. Director of Admissions and Records indicates that data collection for student intent is not comprehensive since online intent declaration is voluntary. Declaration is required only of students who have not enrolled for one or more years.

OBJECTIVE NOT ACHIEVED. THIS IS A STRATEGY FOR RETENTION. IT IS AN ACTION ITEM. ELIMINATE OBJECTIVE.

College Objective 1.1.10.01 Error! Bookmark not defined.: By August 2003 percentage of contact hours completed in Arts and Sciences will be within five percentage points of the state average.

	State Average – Percent of Contact Hours Completed	Percent of Contact Hours Completed	Targeted Percent (Not more than five percentage points below the state average	Objective Met
Fall 1998	79%	**71%**	74%	No
Fall 1999	78%	**71%**	73%	No

Source: Texas Higher Education Coordinating Board, Data Resources for Institutional Effectiveness Measures and Standards, 2000-2001, 2001-2002

OBJECTIVE NOT ACHIEVED. RETAIN OBJECTIVE FOR THE 2003-2004 PLAN. CHANGE TARGET DATE TO 2005.

COLLEGE STRATEGIC GOAL 2.1.99: SAN ANTONIO COLLEGE WILL DEVELOP AN ENVIRONMENT CONDUCIVE TO INDIVIDUALS ACHIEVING THEIR EDUCATIONAL GOALS.

College Objective 2.1.1.96: By August of the year 2002, 80% of college units with courses, programs or special activities will promote global awareness through these venues each academic year.

Survey Question: Did your department/unit participate in activities, which promote global awareness through courses, programs, or special activities? ? Yes ? No

*Global Awareness is the understanding of the interrelatedness of all global systems.

59 of 63 units responded to this question.
Number of college units responding affirmatively: 39
Number of college units responding negatively: 20
Percent promoting global awareness: 66%

OBJECTIVE NOT ACHIEVED. THE INITIATIVES WE HAVE ON GLOBAL AWARENESS COVER THIS. ELIMINATE OBJECTIVE BUT CONTINUE TO MONITOR PROGRESS.

COLLEGE STRATEGIC GOAL 3.1.98: SAN ANTONIO COLLEGE WILL SUPPORT EMPLOYEE OPPORTUNITIES FOR PROFESSIONAL AND PERSONAL DEVELOPMENT.

College Objective 3.1.1.98: By 2002, 100% of full-time, permanent employees of San Antonio College will have participated in activities to raise their awareness of Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Survey Question:
Number of **full-time** employees in your unit:
Number of full-time employees who have participated in ADA awareness activities:

59 of 63 units responded.
Total of full-time permanent employees reported: 699
Total who have participated in ADA awareness activities: 517
Percent participating in ADA awareness activities: 74%

OBJECTIVE NOT ACHIEVED. ELIMINATE OBJECTIVE BUT CONTINUE TO MONITOR PROGRESS.

COLLEGE STRATEGIC GOAL 4.2.98: THE COLLEGE WILL CONTINUALLY ASSESS AND RESPOND TO CHANGING TECHNOLOGY NEEDS.

College Objective 4.2.1.98: By 2002, 90% of all college employees will have achieved appropriate levels of computer utilization and/or computer technical proficiency appropriate to their tasks.

Survey Question:
Number of **full, adjunct, and part-time** college employees in your unit_____

Number who, based on job requirements, have achieved appropriate levels of computer utilization appropriate to their tasks_____

55 of 55 units responded to this question.
Total number of college employees reported: 1454
Total who have appropriate levels of proficiency: 1330
Percent who have appropriate levels of proficiency: 91%

OBJECTIVE ACHIEVED. ELIMINATE OBJECTIVE.

College Objective 4.2.2.98: By 2003 the college will maintain 100% of PCs (excluding faculty work stations) and file servers on campus to the component level.

As of September 2002, the Technology Center currently maintains approximately 80% of campus File Servers and PCs. 10% is maintained by the Learning Resource Center Staff, 7% is maintained by District Information Technologies and the remaining 3% is still being re-organized. Every unit is working very hard to do all onsite support and maintenance.

ELIMINATE OBJECTIVE AND MAKE THIS A PART OF THE TECHNOLOGY CENTER'S RESPONSIBILITY.

College Objective 4.2.3.98: By 2003 the college will provide security for the PCs and file servers on campus.

As of September 2002, the Technology Center has made significant strides to improve the online and physical security of the Central Campus Servers. Because of limitations in the 2002-2003 budgets, the Technology Center will not be able to address the serious need of online security on campus PCs. The Technology Center continues to address online computer viruses through the use of a centralized Virus Scanning/Cleaning program.

ELIMINATE OBJECTIVE AND MAKE THIS A PART OF THE TECHNOLOGY CENTER'S RESPONSIBILITY.

College Objective 4.2.4.98: By 2002 each instructional unit will have access to multimedia capabilities sufficient to meet their instructional needs.

Survey Question:
Is your department/unit primarily instructional? ? Yes ? No
If yes, does your department/unit have access to multimedia capabilities sufficient to meet instructional needs?
? Yes ? No

33 instructional units responded to this question.
Number of instructional units responding affirmatively: 23
Number of instructional units responding negatively or not responding: 10
Percentage of departments with sufficient multimedia to meet instructional needs: 70%

RETAIN OBJECTIVE AS AN INSTRUCTIONAL NEED AND TO ENSURE RATIONALE FOR CONTINUED TECHNOLOGY MONEY. CHANGE TARGET DATE TO 2005.

College Objective 4.2.9.98: By 2002 the college will provide .4% of the annual college budget or $200,000, which ever is greater, to meet furniture and equipment needs not covered by the technology fee.

This objective has been met. This year we set aside .4% or $215,000 for low tech needs.
Source: Institutional Effectiveness.

RETAIN OBJCTIVE FOR 2003-2004 PLAN AND CONTINUE TO MONITOR. CHANGE TARGET DATE TO 2005.

College Objective 4.2.10.01: By 2005, 90% of instructional units will be supported with adequate technology appropriate for their instructional mission.

Survey Question:
Is your department/unit primarily instructional? ? Yes ? No
If yes, is your department/unit supported with adequate technology appropriate for your instructional mission?
? Yes ? No

35 instructional units responded to this question.
Number of college units responding affirmatively: 19
Number of college units responding negatively or not responding: 16
Percent responding affirmatively: 54%

OBJECTIVE NOT ACHIEVED. ELIMINATE OBJECTIVE. DEANS WILL BE RESPONSIBLE AS A PART OF THE TECHNOLOGY EXPENDITURE PLAN.

COLLEGE STRATEGIC GOAL 5.1.98 SAN ANTONIO COLLEGE WILL CONTINUE TO CREATE AND EXPAND COMMUNITY SUPPORT AND OUTREACH ACTIVITIES.

College Objective 5.1.2.01: By August 2002, the college will provide technical and continuing education programs to a minimum of 65 private and public-sector employers through contracted instruction each year.

Total private and public sector contracted instruction programs: 23
Source: San Antonio College Fact Book 2001-2002

OBJECTIVE NOT ACHIEVED. ELIMINATE OBJECTIVE. CONTINUING EDUCATION WILL BE RESPONSIBLE AS PART OF THEIR OPERATION.

College Objective 5.1.4.01: By 2002, 80% of all college units will be involved each year in community service activities as appropriate.

Survey Question: In how many community service activities did your department/unit participate? _____

59 of 63 units responded to this question.
Number of units that participated in at least one community service activity: 52
Number of units that did not participate in community service activities: 7
Percent promoting community service: 88%

OBJECTIVE ACHIEVED. ELIMINATE OBJECTIVE BUT CONTINUE TO MONITOR.

College Objective 5.1.5.01: By August 2002, the college will help increase the membership in the non-profit alumni association which will operate in a manner consistent with college goals and objectives and to be funded independently of the college.

THE ALUMNI ASSOCIATION IS FUNCTIONING. ELIMINATE OBJECTIVE AND CONTINUE TO SUPPORT ASSOCIATION.

COLLEGE STRATEGIC GOAL 6.1.01: SAN ANTONIO COLLEGE WILL INCREASE RECRUITMENT, RETENTION, TRANSFER AND GRADUATION RATES FOR POTENTIAL AND CURRENT STUDENTS REFLECTIVE OF THE SERVICE AREA POPULATION, ESPECIALLY THOSE STUDENTS WHO ARE ECONOMICALLY DISADVANTAGED.

College Objective 6.1.1.01: San Antonio College will continue to increase the percentage of minority students at the college to reflect increases in the service area population (baseline Fall 00 = 60.5%).

According to the United States Census Bureau, minority population (Hispanic, Black, American Indian, Alaska Native, Asia Pacific Islander) totaled 911,366 (66.4%) in Bexar County in July 1999. In fall 2001, SAC enrollment totaled 21, 303. Of the total (21,303), the minority population (Hispanic, Black, all other minorities) comprised 59% (12,486). Outreach and recruiting initiatives have been put into action to close the gap.

RETAIN OBJECTIVE FOR THE 2003-2004 PLAN.

College Objective 6.1.2.01: By the end of Academic Year 2002/2003, there will be an increase in enrollment of FTICs from all sources which is 5% above the five-year period (Fall and Spring 1996/1997 through Fall and Spring 2000/2001) combined average number (5,138) at point of the Census Date.

Over the specified five-year period, the average number of fall semester FTICs was 3,802 (74%) of the overall average yearly (fall/spring) total (5,138) of FTICs. The number of fall semester 2002 FTICs was 3,972. This is over 4% above the average number (3,802) of fall semester FTICs throughout the specified five-year period. At this pace, we expect to exceed the targeted increase in enrollment of FTICs for 2002/2003.

RETAIN OBJECTIVE FOR 2003-2004 PLAN.

College Objective 6.1.3.01: By August 2006, the college will integrate enrollment, assessment, admissions, counseling, financial aid, demographic, socio-economic, and academic progress information about students into one Decision Support System accessible to all staff and faculty; and 90% of staff and faculty will be trained in its utilization.

OBJECTIVE PARTIALLY ACHIEVED. ELIMINATE OBJECTIVE. TITLE V WILL CONTINUE TO MONITOR PROGRESS.

College Objective 6.1.4.01: By August 2004, at least 20% of faculty (baseline total faculty = 948 Fall 1999) will have received instruction on one or more retention strategies, to include learning communities, learning styles, problem-based learning, supplemental instruction, service learning, peer mentorship, and collaborative learning.

Survey Question:
Number of full-time/adjunct faculty in your unit _____
Number who have received instruction on one or more retention strategies, to include learning communities, learning styles, problem-based learning, supplemental instruction, service learning, peer mentorship, and collaborative learning _____

59 of 63 units responded to this question.
Number of full-time/adjunct faculty 1003
Number who have received instruction on one or more retention strategies 280
Percent: 28%

OBJECTIVE ACHIEVED. ELIMINATE OBJECTIVE BUT CONTINUE TO MONITOR PROGRESS.

College Objective 6.1.5.01: By August 2006, at least 25% (baseline 8,770, academically disadvantaged, Fall 2000) of all students who are assessed at the developmental level in more than one subject will be enrolled in academic programs utilizing one or more of the retention strategies referred to in 6.1.4.01.

The current Title V project ended its first year on September 30, 2002. Along with grant objectives, College objectives tied to their efforts will be reviewed.

RETAIN FOR 2003-2004 PLAN. REWORD OBJECTIVE TO ELIMINATE REFERENCE TO 6.1.4.01.

College Objective 6.1.6.01: By August 2006, San Antonio College will have increased the Fall-to-Fall retention of students by 1% each year, from a Fall >98 to Fall >99 baseline of 43.1%.

The current Title V project ended its first year on September 30, 2002. Along with grant objectives, College objectives tied to their efforts will be reviewed. RETAIN OBJECTIVE.

College Objective 6.1.7.01: By August 2006, San Antonio College will increase the transfer rate to four-year Texas public institutions for Hispanic and African American students to 10.4%, from a baseline of 6.4% in academic year 98-99.

The current Title V project ended its first year on September 30, 2002. Along with grant objectives, College objectives tied to their efforts will be reviewed.

RETAIN OBJECTIVE.

College Objective 6.1.8.01: By August 2006, San Antonio College will increase the numbers of students graduating by 10%, from a baseline of 416 in academic year 99-00.

The current Title V project ended its first year on September 30, 2002. Along with grant objectives, College objectives tied to their efforts will be reviewed.

RETAIN OBJECTIVE.

COLLEGE STRATEGIC GOAL 7.1.97 THE ETHNIC DIVERSITY OF FACULTY, ADMINISTRATORS, AND PROFESSIONALS FOR THE COLLEGE WILL BE IN PROPORTION TO THE DIVERSITY OF THE COLLEGE STUDENT POPULATION. [Formerly Goal 4.1.97]

College Objective 7.1.2.01: By August 2005, the college will have complied with the recommendations of the Access and Equity Committee report dated March 9, 2000 which deals with hiring time lines, advertising, processing, and outreach efforts. [The full report is available at: http://www.accd.edu/sac/instplan/planning/collegeplan/Access&EquityRecommendations-March9,2000.TIF].

See Appendix D: Access and Equity Recommendations

RETAIN OBJECTIVE.

Part 2

COLLEGE STRATEGIC OBJECTIVES ANECDOTAL RESPONSES

SOURCE: INSTITUTIONAL EFFECTIVENESS SURVEY

INSTITUTIONAL EFFECTIVENESS SURVEY
COLLEGE STRATEGIC OBJECTIVES
WRITTEN RESPONSES

College Objective 2.1.1.01 — **By August of the year 2002, 80% of college units with courses, programs or special activities will promote global awareness through these venues each academic year.**

Did your department/unit participate in activities which promote global awareness through courses, programs, or special activities? List the most significant activity(ies) during this past year.

Arts and Sciences

Sociology	(1) Four members of the department have been selected to receive grants to globalize the curriculum of their courses. (2) The textbook used by all full and adjunct faculty for the sections of introductory sociology is one that takes a global approach to the course. (3) As was verified by the annual review of full and adjunct faculty syllabi, the majority of the faculty have included a statement of a course objective which includes increasing the global awareness of students. (4) During Black History Month, the department sponsored two panels. The first was on the topic of "Interracial Marriages/Relationships", and the second was titled "Racial Profiling".
Theatre & Communication	Speech classes require students to consider, research, and discuss a variety of political, economic, religious, social, intellectual, environmental, and artistic issues, both nationally and globally. Internet Speech 1311 class requires student to develop at least one speech on a topic that exists or originated outside of the United States. Solar Survivors, the children's show in the fall of 2001, taught young people to value diversity. Faculty member Jeff Hunt was selected for faculty travel to Zacatecas, Mexico, in late spring 2002. Theatre directors developed an international theme for the 2002-2003 season.
Visual Arts Technology	1. All art appreciation, art history, studio art and graphic art courses promote some form of global awareness through the course content, be it the art history of Egypt and contemporary art in Mexico to the computer graphics in Japan and Europe. 2. Film and Lecture series presented speakers and film. 3. The Student Art Guild presented an art film series, some of them foreign (Japanese).
History Department	1.Established Program for students to receive international certificate by taking courses designated to have internationalized

BEST COPY AVAILABLE

	curriculum. Sections of U. S. History courses, all sections of World Civilization and Western Civilization have been designated as having an "internationalized curriculum" and are appropriate for students attaining this International Certificate. 2.One full-time teacher and one adjunct faculty member participated in National Endowment for the Humanities Institutes which furthered their ability to impart "global awareness" to their students. 3.Several faculty members participated in developing an "internationalized" component in their classes. 4.Several faculty members participated in professional conferences. related to international issues. 5.One faculty member presented a program to a National professional organization on San Antonio College's Global curriculum initiative. 6.Fulbright traveling scholar program accepted one of our faculty member to travel to India. Travel was postponed due to tensions in the area. 7.Course offerings in World Civilization promote the goals of global awareness. The department now offers the student the choice of taking these courses as History or Inter Disciplinary Studies. 8.All courses in the History Department support global awareness to some degree. 9.Counseling and teaching a large number of foreign students promotes global awareness goals.
Music and Humanities	All activities, courses and concerts in the music and humanities department, by their very nature, reflect global awareness. Some outstanding examples include our 16-17 concerts and recitals that take place each fall and spring semester, our Humanities courses, and Music courses such as World Music, Latin Jazz Combo, and Music Appreciation.
Physics/Engineering/ Architecture	ARCH 1301 and ARCH 1302: Architectural History I and II
Political Science Dept	Department participates in Model O.A.S. Faculty and students participated in simulation training in Monterrey, Mexico.
Mathematics and Computer Science	During the summer we teach a Math 0301 class for the CHPD students. In this class the Spanish culture is discussed and some of its historical contributions to mathematics.
PHILOSOPHY	Every philosophy class taught promotes global awareness.
Chemistry and Earth Sciences (CES)	GEOG 1301, GEOG 1302, GEOG 1303, and ASTR 1371 contain an international curriculum.

Economics	Global awareness is part of our curriculum.
Dean of Arts and Sciences	Have made services available upon demand in the SAC Internationalizing the Curriculum Speaker Bank. See http://www.accd.edu/sac/history/itc/speakersbank.htm Also, supported department participation in the Community College Survey Report for statistical reference. Expanded recruitment of faculty members on the Permanent Enforced Scholastic Withdrawal Review Committee. Current members are a more equitable reflection of the student demographic. 8th Annual Multicultural Conference luncheon/lecture Black history month lecture featuring Mr. James Meredith
Biology	John Fardal developed a Costa Rican field biology course in combination with Spanish 1301. Microbiology covers the global nature of pathogens.
English	Multicultural Literature Conference Day of the Dead Black History, Hispanic History, and Women's History Month programs Courses with global awareness components (Freshman Comp II, World Lit I and II (English and Interdisciplinary Studies), Science Fiction, Literature of Mexico, Mexican American Lit, African American Lit, Women's Lit)
Kinesiology/Physical Education	San Antonio College Folk Dance Festival
Psychology	The Psychology Department incorporates global awareness into the majority of our courses particularly in Introduction to Psychology, Industrial/Organizational Psychology, Human Sexuality, Child Psychology, Developmental Psychology, Social Psychology, and Abnormal Psychology.
Journalism-Photography	We have had speakers. We have taken classes to hear world leaders. One of our Introduction to Mass Communications instructors has her students do a term project on the media of another nation.

Continuing Education and Workforce Development

Dean of Continuing Education and Workforce Development	Hosted a group of Korean Funeral Directors to introduce them to Western Funeral Occupation/Practices.

Provided classroom instruction to the Cooperative Association of States for Scholarships program - Public Health Tech, and Radiology Assistant program to students from 8 countries: South American Countries: Guatemala, El Salvador, Haiti, Honduras; Nicaragua, Panama, Dominican Republic.

Evening, Weekend, and Distance Education

Distance Education Unit

Distance Education Staff attended and participated in Multicultural Conference and Distance Education supports the efforts of internationalizing the curriculum in Internet courses.

Executive Vice President

Employee Development

Employee Development Conference Fall 01. Numerous sessions offered on Internationalizing the Curriculum
Featured Presenter
10:00 AM-12:00 PM TL310001 SAC MCFA 000Aud.
Globalizing College Curricula: The Good, the Bad, and the Ugly

This session provides an overview of practical strategies you can use to infuse your curricula with "things international." Typical obstacles and objections to internationalizing courses and curricula will be addressed. Also, we will explore the many positive consequences of pursuing the globalization goal the ACCD has identified for individual instructors, students, and the community.

Dr. Vicki L. Golich, Professor, Political Science and Director of the Faculty Center at California State University San Marcos
Concurrent Sessions

1:30 PM-2:30 PM TL310012 SAC MCCH 135

Around the World in Sixteen Weeks: Strategies for Internationalizing the Curriculum

What does internationalizing the curriculum mean and how does one do it? History, English and Humanities faculty offer techniques for integrating global concepts into current courses.

Dr. Mary-Ellen Jacobs, Assistant Professor, English-PAC; Karen Marcotte, Professor, Behavioral Sciences-PAC; Mariana Ornelas, Assistant Professor, Behavioral Sciences-PAC

1:30 PM 2:30 PM TL310018 SAC MCCH 207 30

Globalizing the Curriculum
Join and exciting panel discussion concerning efforts to "globalize" the curriculum at St. Philips College. Panelists will describe what they are doing to infuse their courses with an international/global perspective.

Dr. Paul Renger, Assistant Professor, Social & Behavioral Sciences-SPC; Matthew Huddock, Associate Professor, Mathematics-SPC; Dr. Hayford Awuku, Associate Professor, Natural Sciences-SPC; Dr. Laureen Cate, Coordinator, Teacher Education-SPC; Jana Cragg, Associate Professor, Allied Health-SPC; Michelle Martinez, Instructor, Social & Behavioral Sciences-SPC; Allen C. Hannay, Instructor, English-SPC

Admissions & Records/Residency/TASP

1. Provided feedback for WEB Admissions application for ACCD.
2. Expanded the A & R WEB page
3. Attended training sessions outside of office.

4. Attended Sign Language class
5. Assisted with or participated in other college activities such as
   Young Men's/Young Women's conference
   Academic Decathlon
   Hispanic Heritage Activities

Office of the Executive Vice President	Approved special programs, supported internationalization of the curriculum, provided special funding for international presentations, supported institutional funds for faculty to travel to international conferences and events, and institutional member of international associations.

Learning Resources and Counseling

Learning Resources Dept.

1. Staff Development Day.

2. Purchase of books and video recordings to support the global awareness curriculum.

3. Emphasis on global awareness in library instruction on using the World Wide Web.

4. Processed and added the GAP test: Global Awareness Profile to the Reserve collection.

5. Served as downlink site for teleconferences.

6. Conducted 10 library instruction classes that promoted global awareness through content.

7. One faculty member attended Internationalizing the Curriculum Committee meetings and helped select projects that would receive Internationalizing Curriculum grant funds.

8. Updated and revised the ESL/Foreign languages web page.

9. Graphs unit designed specific graphs for Distance Education.

10. Added and provided access to electronic databases such as History Resource Center: Modern World and Ethnic Newswatch. These are in addition to databases that provide access to periodicals that are published around the world. We also have access to Spanish language databases,

11. Support of International Student Services, Foreign Languages Department, and various campus clubs and groups who promote their culture.

12. For Student Development, provided information pertaining to job opportunities worldwide.

disABILITY Support Services	3 Special sections of SDEV 0370 offered for particular program populations.

Learning Resources and Counseling

Women's Center	Hosted Foreign Nationals Group delegation. These individuals all work at American embassies abroad. Sponsored by the United States International Visitor Program, their purpose in meeting with us was to obtain information on our program and exchange information/ideas on women's issues in our respective countries.

Counseling/College Access Project for High School Seniors	In my SDEV classes I use an exercise in which I combine global awareness and critical thinking skills. In presentations at high schools I sue global statistics to explain the need for higher education. I encourage those in my unit to do the same.
International Student Services	International expo (Fall/Spring) Cultural trip to Kerrville for all International students
Student Development	Introduction of telecourse and internet courses
Counseling Center	Prof. Jonathan Lee, Internationalizing Course Curriculum Presentations

President

Public Relations	1. Organized the 7th Annual San Antonio College Book Fair 2. Organized the San Antonio College - Borders at the Quarry Summer School for Teachers book series 3. Wrote articles in Update and press releases promoting International Education Week activities
Office of the President	911 Memorial Service and Multicultural Conference
Resource and College Development	I have coordinated International Education Activity leaders with a monthly meeting, helped write the Title VI grant, and assisted Dr. Jon Lee with grant coordination. I also attended International Education Week Activities.

Professional Technical Education

Nursing	Community Course Projects
Administrative Computer Technology	In selected courses, students explore cultural differences and the impact upon interpersonal relations in the workplace. Students become familiar with appropriate demeanor, grooming, and behavior in the regional as well as the international workplace. Guest speakers and video tapes are useful in emphasizing the significant points from text theory.

Business — The San Antonio College Students in Free Enterprise (SIFE), which is a global organization, coordinated a project to distribute textbooks to Africa. SIFE is also working with a university in Mexico in helping them establish a SIFE program on their campus. Also many courses taught in the Business Dept. discuss in detail global issues. We even have an International Business AAS degree.

RADIO-TV-FILM	WE TEACH BROADCAST STANDARDS WORLDWIDE, AS WELL AS IN COMMUNICATIONS, WE ARE ALL A PART OF THE "GLOBAL VILLAGE".

INSTITUTIONAL EFFECTIVENESS SURVEY
COLLEGE STRATEGIC OBJECTIVES
WRITTEN RESPONSES

College Objective 4.2.4.98 **By 2002 each instructional unit will have access to multimedia capabilities sufficient to meet instructional needs.**

Does your department/unit have access to multimedia capabilities sufficient to meet instructional needs? If not, list needed multimedia.

Arts and Sciences

English	CD players, DVD players, CDs and DVDs of appropriate literary
Physics/Engineering/ Architecture	Instead of requesting another Multi-media Cart, our faculty requested the acquisition of S-Video TV monitors to be installed in three classrooms.
Mathematics and Computer Science	MCCH is in need of network outlets in the classrooms.
Economics	Multimedia cart and pull down screen
Political Science Dept	The department needs two projectors, computers and carts for multimedia classroom presentation.
Journalism-Photography	We have overhead projectors to show computer work and videos in three classrooms.

Learning Resources and Counseling

Counseling Services & Special Populations/ Strategies for Success	Adjunct faculty instructors that are housed in what is currently the Title V office are utilizing borrowed computers that do not entirely support the needs of the Strategies for Success instructors.
Learning Resources Department	Despite the answer to the affirmative, additional software and equipment are always needed to stay current with technological advances.

Professional Technical Education

Business	Need additional multimedia carts.
American Sign Language and Interpreter Training	Need laptop and LCD for each classroom
CIS	Projectors and laptops
Protective Services	We need combination LCD,VHS, and DVD projectors and laptop computers
Nursing	We require a multimedia cart in each of our eight classrooms. We have both day and evening programs and all classrooms are being used. Therefore, only four faculty are able to use needed multimedia at any one time.

BEST COPY AVAILABLE

INSTITUTIONAL EFFECTIVENESS SURVEY
COLLEGE STRATEGIC OBJECTIVES
WRITTEN RESPONSES

College Objective 4.2.10.01 — **By 2005,90% of instructional units will be supported with adequate technology appropriate for their instructional mission.**

Was your department/unit supported with adequate technology appropriate for your instructional mission? If not, list needed multimedia.

Arts and Sciences	
Economics	See College Objective 4.2.4.98
English	Overhead projectors/carts, ELMO projectors, greater technical support, more grammar and writing software
Mathematics & Computer Sci	McCreless Hall is in need of network outlets in the classrooms.
Music and Humanities	It has just come to our attention that one of our piano labs is very outdated and in disrepair. It needs to be wholly replaced, as the technology has become much more advanced in recent years. We teach piano classes (of which we have several sections) and functional keyboard classes (required of music majors) in this lab.
Political Science Dept	The department needs two multimedia projectors, computers and carts.
Learning Resources and Counseling	
Counseling Services & Special Populations/ Strategies for Success	Adjunct faculty instructors that are housed in what is currently the Title V office are utilizing borrowed computers that do not entirely support the needs of the Strategies for Success instructors.
Learning Resources Department	Despite the answer to the affirmative, additional software and equipment are always needed to stay current with technological advances.
LRC/EMC	Newer telecourse equipment is needed. Current equipment has not been replaced/updated in more than 6 years and we have no spare equipment.
Student Development	Sony DV-Cam
Professional and Technical Education	
Allied Sciences/Dental Assisting, Medical Assisting, Mortuary Science	Multimedia Carts (3)
American Sign Language and Interpreter Training	Need 3 more interpreting stations in interpreting lab.
Business	Need additional multimedia carts and laptop computers.
CIS	We need more equipment--such as Cisco equipment. This has nothing to do with multimedia.
Nursing	We only have 4 complete units available for eight classrooms. We need four more.
Protective Services	Combination LCD, VHS, and DVD projectors and laptop

BEST COPY AVAILABLE

INSTITUTIONAL EFFECTIVENESS SURVEY
COLLEGE STRATEGIC OBJECTIVES
WRITTEN RESPONSES

College Objective 5.1.4.01 **By 2002, 80% of all college units will be involved each year in community service activities as appropriate.**

List the most significant community service activities in which your department or unit participated.

Arts and Sciences

Sociology

(1) Volunteer for Hospice
(2) Volunteer for AIDS Association
(3) Volunteer for Blue Santa and Elf Louise

Theatre & Communication

· Jolinda Ramseys Speech 1311 classes participated in the service learning program, fall 2001 and spring 2002.
· Jeff Hunts Speech 1318 class participated in the service learning program, spring 2002.
· Faculty members served as judges for state Academic Decathlon competition, spring 2002.
· Three faculty members actively direct/perform in community theatre productions.
· Three faculty members served as adjudicators at University Interscholastic League one-act play competitions, spring 2002
· Theatre productions provide free or low cost enrichment for the San Antonio College and San Antonio communities.
· Speech (forensics) students judged at area high school speech tournaments, fall 2001 and spring 2002.
· Faculty provided Christmas presents for a needy, single-parent family, December 2001.

Visual Arts Technology

1. Five departmental art exhibitions show the work of local and regional artists.
2. The Annual Student Art Show demonstrates exemplary work of the students. A reception is held. Many family, friends and the general community attend.
3. An art appreciation Dual Credit course was established with Boerne High School.
4. The community becomes aware of our Graphic Arts Program through the support of the Professional Advisory Committee.
5. The Graphic Arts Program played host to the newly established chapter of the SIGGRAPH, a computer animation support organization. The public was invited to attend a variety of presentations, workshops in VATC 120.

History Department

1. Several faculty members participate in the Service Learning Program.
2. Lectures to foreign students on U. S. History.
3. Planning and participation in Women's History week.
4. Participation in Book Fair.
5. Activities relating to San Pedro Park restoration.
6. Participation in local book discussion groups.

BEST COPY AVAILABLE

	7. Local history organizations. 8. Volunteering historical expertise to local media, service organizations, and programs. 9. Support for San Antonio Public Library. 10. Volunteer work with many local charitable and service organizations.
Psychology	As a Department, we did not participate in any community service activities. Several faculty, however, have participated in such activities on an individual basis.
English	board members for non-profit organizations UIL judges guest speakers for classes sponsor of poetry readings and contests
Economics	Economics Faculty donate funds to the San Antonio Battered Women's Shelter. Economics Faculty donate funds and food to the San Antonio Homeless shelter. SAC Economics Dept. donates economics text books to Library in Nigeria. Economics Faculty & Staff provide emergency personal hygiene supplies to SAC Women's Center. Economics Faculty & Staff donate ladies clothing to SAC "Magic Closet" in the Women's Center. Individual Economics Faculty donate funds to selected charities.
Biology	Jerry Purcell has had 4 classes involved in Adopt-a-Spot. Dr. Russell Garcia serves as a science fair judge.
Music and Humanities	Our annual series of recitals and concerts, which takes place on and off campus. The departments performing ensembles have also provided music as requested for nursing homes, public schools,
PHILOSOPHY	Prof. Whitworth serves as an unpaid teacher's aid at Huebner Elementary School. Prof. Schoenig represented SAC at the Hispanic Heritage Awards Gala at the Omni Hotel (10-3-01). Prof. Schoenig was the coordinator for the department for the 2001-02 ACCD employees Annual Charitable Campaign. Prof. Law plays in an area chamber orchestra, many performances are for charitable and worthwhile causes.
Chemistry and Earth Sci. Kinesiology/Physical Education	SAC Technology Exposition, March 27 & 28, 2001 San Antonio College Technology Expo, San Antonio College Folk Dance Festival, San Antonio College Health and Wellness Fair, Alamo City Racquetball Tournament & numerous facility rentals for community groups
Journalism-Photography	The Gridiron Show sponsored by the San Antonio Professional Chapter of the Society of Professional Journalists; the Edith Fox King Lecture, in which a Pulitzer Prize winning journalist comes to campus to speak; the Urban Journalism Workshop at SAC, in which the department cooperates with Southwest Texas State University, the San Antonio Express-News, the Austin American,

	the Dallas Morning News, the Odessa American, the San Angelo Standard Times, the Newspaper Fund of the Wall Street Journal and other media groups. We also speak to groups of high school students and teachers and judge contests in the community.
Political Science Dept	We created and A.A. in Political Science at the request of the City of San Antonio and created and internship/coop course to assist the city personnel in attaining the A.A. degree.
Dean of Arts and Sciences	Young Women/Young Men's Conference Texas Academic Decathlon Junior Achievement Ground Hog Day Secret Santa Project TX Women's Business Enterprise Magic Closet Event 2002

Continuing Education and Workforce Development

Continuing Education/Scobee Planetarium	1. Co-sponsored Astronomy Day with the San Antonio Astronomical Association at Ingram Park Mall and San Antonio College 2. Presented educational programs on Astronomy to over 25,000
Dean of Continuing Education and Workforce Development	Partnered with NEISD to offer CEUs to parents enrolled in the "Parents" academy. Partnered with County Court at Law #1 to develop an alternative sentencing program. Partnered with the Women's Center to provide Medical Administrative Assistant Training Program. Richard White was appointed to Chair the Education Committee for the Randolph Metroplex Chamber of Commerce

Evening, Weekend, and Distance Education

Dean of Evening Weekend and Distance Education — Dual Credit Program
Senior Summer Program

Technology Exposition; New Braunfels Chamber Trade Show; Made over 25 presentations to high school seniors at numerous high schools in San Antonio, New Braunfels and Seguin areas; Internet Skills Center Grand Opening; City of San Antonio Job Fair; Seguin High School Scholarship Event; Distance Education Presentations made at two national conferences: The Stop Surfing Start Teaching Conference in South Carolina, in February 2002 and the National Institute For Staff and Organizational Development(NISOD) in Austin, Texas in May, 2002.

Executive Vice President

Enrollment Management — *Home Life-study group for high school seniors and first-year college students; *Parent Academy of the Northeast Independent School District;*Community-based Wilderness Trek; *Provided transportation for four underprivileged high schools students to attend SAC Technology Exposition.

Admissions & Records/ Residency/TASP

1. Graduation Activities
2. Dual Credit and Home School Meetings
3. Project Access - Off Campus Registration
4. Book Fair
5. Academic Decathlon
6. Young Men/Young Women's conference

	7. SAC Alumni Golf tournament 8. Youth Sports 9 Girl Scouts/Boy Scouts
Employee Development	ACCD District Wide Employee Development Conference F 01
Office of the Executive Vice President	Participated with community residential groups, member of Lions Club, agreements with local businesses, agreements through the college with many medical/child development/practicum organizations, collaborated with many area middle and high schools, worked with business bureaus, supported many college activities that involved community service, and worked with various community boards.
Web Development	Web Development participated in community service activities through the Staff Council.

Learning Resources and Counseling

Women's Center	1) "WE" (Women Empowered) Conference. 100 re-entry adult women referred from various literacy and community agencies attended this motivational Conference 2) Annual Young Women's/Young Men's Conference attended by over 500 high school students. 72% of the seniors who attended the Conference are enrolled in a college of the ACCD. 54% are enrolled at SAC this fall. Over $60,000 in scholarships monies were awarded.
Technology Center	100 Club of San Antonio. A organization that assist the families of deceased police officers.
Dean of Learning Resources and Counseling	Board of Presbyterian Children's Home
Counseling Services & Special Populations/ help those in need.	Flood of 2002 was a tragedy to select students in our strategies class. Strategies for Success employees & students came together to
disABILITY Support Services	food donations training site for high school seniors
Counseling/College Access Project for High School Seniors	I participated in and served on several community advisory panels and boards. I am active in several, such as San Antonio Education Partnership and Youth Opportunities and Education Access Committee.
Counseling/College Access Project for Corporate & Business Corporate	Marketing, Outreach, Recruitment to several business and corporations
Counseling Center	San Antonio Educational Partnership High School Dual Credit Center for Health Policy Development Mexican American Engineering Club United Way Annual Fundraiser Jury Duty Board of Directors of Jewish Community Center Network Consortium Board

Student Development Veterans Affairs	Special SDEV courses for SAEP and CHPD Program volunteered at Kid's Day at the park event2002 food donation for food drive at san Antonio college off-campus registration at northeast campus
Learning Resources Department	Volunteers participated in the SAC Book Fair, Academic decathlon, mentoring at Travis Elementary School, Adopt-A-Spot, hosting videoconference downlink for area librarians, election campaign volunteer, committees in professional organizations, SAC technology expo., jury duty, St. Mary's University Oyster bake, NIOSA, San Antonio Stock Show and Rodeo (ACCD recruitment booth), St. Matthews Catholic Church Adopt-A-Family, ACCD Foundation fundraiser, Hospice, Amigas, India Asia Association. Additionally, the SAC LRC is open to the public. We offer reference services to the community as well as classes on use of library resources. We have also given tours of the facility to groups of schoolchildren. We also support the needs of the continuing education classes, including City of San Antonio classes. Fundraisers: Kendall Co. Humane Society, Bexar County Medical Association, Red Cross, San Antonio College Alumni Association, Fair Oaks Police and Firemen's Scholarships.
Assessment Center	Went to different high schools in the community and provided testing for students at these sites.
President	
Public Relations	1. Organized the 7th Annual San Antonio College Book Fair 2. Co-Chair the City of San Antonio's Closing the Gaps Campaign to promote college enrollment, retention, and college research capabilities through the year 2015 3. Organized the San Antonio College - Borders at the Quarry Summer School for Teachers book series.
Resource and College Development	I volunteered at Book Fair We also Coordinated United Way/ACCD Annual Campaign, raising almost $30,000 for Community agencies and College scholarships and programs.
Institutional Effectiveness	San Antonio Education Partnership, Academic Decathlon, Young Men's/Young Women's Conference, University of Texas Louis Stokes Alliance for Minority Participation, La Prensa.
Office of the President	Young Men's/Young Women's Conference and readings at elementary school.
Professional and Technical Education	
Allied Sciences/Dental Assisting, Medical Assisting, Mortuary Science	Dental Assisting - Travis Elementary Dental Health Week/Dental Education Mortuary Science - Christmas stockings project for St. Josephs Children's Home
Dean of Professional and	1. Coordinate with City Year on space availability for their use.

Technical Education	2. Coordinate use of teleconference room by Bexar County Juvenile Probation Department and Bexar County Sheriffs Office. 3. Participated in SA Literacy 5K Run of which college was gold
Child Development Department	All faculty present at local, state, national, and international conferences. Several serve on organization boards and committees.
Protective Services	Every year the Protective Services Department participates in Career Day presentations at local high schools in San Antonio and the surrounding area.
Administrative Computer Technology	Faculty and staff are actively involved in church and community organizations. Faculty and staff have participated in walks to promote awareness of breast cancer, heart disease, and diabetes. In addition, they contribute to area food banks and shelters to assist the needy.
Engineering Technologies Department	Judge technical competitions for high/middle school students
American Sign Language and Interpreter Training	June 2001 - Brian Barwise spoke to students at Corona Elementary School during their career day. May 2002 - Faculty and staff provided sensitivity training to students at Boerne Elementary School Deaf Awareness Day.
CIS	Linus install fests, hosting user groups meetings, hosting computer fest between semesters, and helping local high school
Nursing	Susan G Komen San Fernando Health Fair Science Fair St. Gregory Red Cross Disaster Instruction Sam Shelter Mission - served food Collected bath supplies for homeless Raffle Quilt - Breast Cancer Academic Decathlon College Health Fair Hosting Youth for External Program Habitat for Humanity Kickapoo Health Fair Women's History Week Presentations WWII Latino Oral History Project at UT Austin (volunteer interviews)
RADIO-TV-FILM	Tech Prep, mentoring, recruiting, judging
Business	Volunteer in Probation for the Bexar County Juvenile Probation Office. Volunteer Scout for the BSA in the Mission-Tejas District as well as a Merit Badge Counselor. Conducted community workshops OSN higher educational opportunities and financial aid-audience was high school students in inner city schools. Conducted workshops on property taxation valuation and protesting appraisal valuation process for the elderly. Serve as Advisory Committee to the Federal National Mortgage Association.

Part 3

UNANTICIPATED ACTIVITIES

INSTITUTIONAL EFFECTIVENESS SURVEY
COLLEGE STRATEGIC OBJECTIVES
WRITTEN RESPONSES

Unanticipated Activities:

Each year units need to adapt to many internal and external forces. Adapting to these forces requires the use of unit resources. This information will also provide a way to identify those activities that might have become a part of a unit's fulfilling of its mission. Subsequently, this may result in modifying the unit's mission statement and impact unit planning. A compilation of these activities will be used as part of determining institutional effectiveness.

Through a process of year-end review, identify those activities that were not anticipated by describing the activity and describing the impact that activity had on the college and/or unit.

Arts and Sciences

Journalism-Photography In our photography program, equipment repairs have become problematic. As equipment gets older, repairs are needed. Also, the programs cameras get heavy use during the year and must be repaired annually. These expenses are not really that predictable. The same is true with the computers and other technological equipment in the newsroom and the writing lab. We used technology money to get up to speed with a new Mac OSX operating system, but the concept of planned obsolescence used in the computer industry keeps us on our toes financially. We have two or three conferences we should attend each year, but our travel allowance does not fit the bill. We should be sending students and faculty to the Texas Community College Journalism Association, the Texas Intercollegiate Press Association and the Associated Collegiate Press convention. The latter is the group which gives the Pacemaker award, which is not an automatic; thus, we really know in advance of only two conventions that we need to attend. This year, The Ranger is a finalist in ACP competition, but we do not know if that will be true each year. Our distribution boxes around campus are in sad shape and need repair and repainting which will take funding. Mailing of The Ranger to retirees, friends of the college, area high schools and colleges continues to be more expensive each year. Each year, we are asked to contribute to the Texas Freedom of Information Foundation, but we can't because it isn't an institutional membership. This organization is important to our mission. Because our department was recently designated one of six colleges and universities in Texas as a "recruiting ground" for the Associated Press, we will continue to have journalism executives and other "bigwigs" coming into our department. We really need to make the area more presentable with new carpeting in the offices and a new coat of paint.

Sociology 1. The unexpected death of a full-time faculty member has required the addition of three adjunct faculty to teach day classes.
2. The department was selected to house the new Gerontology Program. Therefore, a Screening Committee was selected and a tenure-track faculty hired in May 2002.
3. Since the inclusion of Physical Anthropology in the Core Curriculum as a natural science, the enrollment has increased. Additional sections were added, and the department has requested that a full-time anthropologist be hired as soon as possible.
4. The success of offerings at the North East site has necessitated the addition of sections, primarily staffed by adjunct faculty.

Theatre & Communication 1. Problems with the lighting system in MCFA auditorium have required several emergency repairs. These problems have disrupted several outside rental events and depleted some funds from the auditorium account. The repairs have controlled the system-wide problem but have not solved it.
2. Not allowed to hire three full-time faculty members that we need,

BEST COPY AVAILABLE

	we continue to employ three temporary full-time faculty. 3. Two faculty members have had isolated conflicts in McCreless Hall with math instructors in adjoining classrooms who believe that speaking and laughter have no place in higher education.
History Department	1. One faculty member was accepted to be a Fulbright Traveling Scholar for the summer. Unfortunately her travel, which was to be in India, was cancelled due to the increasing tensions between India and Pakistan. 2. One full-time faculty member was a participant in a National Endowment for the Humanities sponsored Institute at the University of Pennsylvania. 3. One adjunct faculty member participated in a National Endowment for the Humanities Institute at Southwest Texas State University. 4. Two of our adjunct faculty members received grants to develop service learning components for their classes. 5. Enrollment in Texas History has increased both in the classroom and with the offering over the internet. The enrollment in the internet section greatly exceeded our expectations. 6. One faculty member presented a scholarly paper at an international association meeting in England this past summer. 7. Some faculty members participated in community outreach efforts to promote the international certificate and the internationalizing of the curriculum. 8. One faculty member organized and led a summer seminar for high school teachers. The seminar's purpose was to train these teachers for World History Classes for advanced placement and to promote new technology in teaching these classes. 9. Several faculty members received Faculty Development Grants this past year. 10. One faculty member was a presenter at the American Historical Association Convention in Washington, D. C. 11. Several faculty members serve as officers in local, state and national professional organizations. 12. One full-time faculty and one adjunct faculty completed their Ph.D. degrees this past year. 13. Adjunct hiring this past year resulted in greater diversity in our department.
Mathematics and Computer Science	Current construction in our tutoring/testing labs has reduced the total hours available to our students.
Philosophy	Dr. John Visintainer completed his Ph. D. at Marquette University (May of 2002). Dr. Richard Schoenig gave a presentation at the University of the Incarnate Word on "Atheism." Dr. Schoenig made a presentation on internationalizing the curriculum (Phil. 1301) for International Education Week.
Foreign Languages	Language Lab upgrade to allow online lab instruction for distance education, internet, telecourses, etc.
Dean of Arts and Sciences	Memorandum Signings with various institutions
Chemistry and Earth Sciences (CES)	Our lower floor offices were flooded in November 2001. (It has been suggested that our Mission statement include life jackets for all faculty.)

	Internet instructors report that they provide technical support to students asking, "How do I work my computer?" They refer the students to the Internet Skills Center and the Internet Help Desk most of the time. They get more procedural questions (computer and "I didn't read the syllabus/webpage" questions) than subject content questions for Internet classes until at least the midterm. Students have reported that the Help Desk has not responded, so they ask the instructor, or they say that the Help Desk does not know the answer.
Music and Humanities	The department was unable to incorporate electronic music materials into existing piano labs in McAllister. The reasons for this included the fact that the piano labs would have been too hot with the addition of the computer equipment, and that these labs are not accessible when the department office is closed, limiting student use. This situation resulted in the faculty developing a makeshift electronic computer lab in SLAC, the benefit of which is that it is available after hours, the disadvantage of which is that it is not located near existing music facilities or personnel who understand the software and can provide assistance to students.
Physics/Engineering/ Architecture	UA1: Finding suitable office space for new full-time faculty. Its impact was a low-level disruption of department office routines while remodeling was in progress. This problem is anticipated to recur next year when we hire another new full-time faculty member. UA2: Developing new lab activities to accompany the new technology acquired through Instructional Monies Request. We will have to revise most of our experiments to effectively utilize the
English	We have had some growth in our curriculum due to new programs. The growth of the Teaching Academy Program caused us to formulate new courses with an emphasis towards future teachers. The demand for Internet classes caused us to open new sections and recruit more faculty to teach online. Faculty hiring also caused several unanticipated activities. Due to the loss of a position held in abeyance, we are short at least one full time faculty member. We have also had difficulty due to the delay in conversion to full time temporary positions. The growth of the Northeast Campus caused us to hire several new adjunct faculty. Faculty retirements and deaths also caused a negative impact on our overall composition. Additionally, the loss of funds for the Writing Center from the District initiatives was a major financial blow to the department. This has caused us to re-evaluate our plans. Two new activities to the department are the Roger Bailey Endowment and Scholarship fund and the writing of the colleges history. In both cases, department faculty members are serving as the primary means of achieving the respective projects stated goals.
Continuing Education and Workforce Development	
Continuing	The service technician that performs our yearly maintenance on the

Education/Scobee Planetarium	Planetariums electronics was delayed in arriving at the Scobee Planetarium by two weeks due to unforeseen delays at a previous Planetarium. This caused a two week delay in finishing one of our

Evening, Weekend, and Distance Education

Distance Education Unit	1)Increased enrollment by 80% in Seguin Area--Impact: Increased overall distance ed enrollments and served more off-campus students in Seguin ; 2) Recruited three math instructors for off-campus sites in New Braunfels and Seguin--Impact: Added more course offerings to those sites; 3)Increased the number of Internet courses from 73 to 120--Impact: Met all requirements for offering the Associate of Arts Degree and the Associate of Applied Science Degrees online, and SAC was the first community college in the ACCD district and in the state of Texas to reach this accomplishment in March 2002; 4) Set an all time record in Internet enrollments: 2000-2001 enrollments were 4,753 compared to the 2001-2002 enrollments of 7,576--Impact: A growth of 63% in enrollments and an indicator of the student demand for Internet instruction; 5)Virtual College of Texas VCT student enrollments also increased by 50% over 2000-2001--Impact: Served more Texans and met more of the Closing the Gaps THECB goals and developed more partnerships with more community colleges in Texas.
Dean of Evening Weekend and Distance Education	Number of requests by private schools and small rural high schools for Dual Credit courses via the Internet. By next fiscal year, we shall begin scheduling Dual Credit Internet sections to accommodate this demand.

Executive Vice President

Enrollment Management	*Initiated work on plan for dealing with the reality that the mainstay (Full-Time Adjunct Faculty) of the workforce for two college-wide high priority undertakings (CAPHSS/CAPCBC) will not be an option beyond August 2003. *Realized that the Enrollment Management Unit and its functions may be directly impacted by the outcome of the restructuring effort.
Office of the Executive Vice President	Too many unanticipated activities to really list: new academic programs development, model programs recognized, student activities success and national attention for some student programs, grant awards, collaborations with community groups, new faculty training programs, and new relationships with community partners.

Learning Resources and Counseling

Instructional Technologies

1. One of my technicians and I provided presentation support and assistance to the ACCD Human Resources and Acquisitions Departments for a four-day TACCBO Conference. This saved them a considerable amount of money by not having to hire consultants and rent equipment.
2. I spent five weeks during the summer working with the Chancellor, Executive Vice Chancellor, Vice Chancellor for Fiscal Affairs, ACCD Budget staff, and presidents of the four colleges to prepare presentations and deliver them for three ACCD Board meetings. This saved the district from having to hire a multimedia specialist for this purpose and was a service to all units in the ACCD.
3. I worked with Dr. Loland during the spring to prepare a presentation to be delivered before the Blue Ribbon Commission. This presentation promoted the needs of our college with the business community

	in preparation for a capital improvement bond expected in the near future. 4. I worked with several Internet faculty and the Director of Distance Education to prepare and deliver Internet information presentations to 34 departments. This informed departments about the process of developing Internet courses and how quality and integrity are maintained while teaching on line. Consequently, several departments who were previously opposed to this mode of instruction have now developed courses and San Antonio College now has two fully on-line degrees. 5. We provided a facility and technical support for the week-long AP International History Conference workshops. 6. I presented at the League for Innovation in Community Colleges. 7. Prepared a budget presentation for Dr. Loland to be presented to the Board of Trustees. 8. I presented at the Fiesta of Continuous Learning. 9. I presented at the Stop Surfing and Start Learning Conference. 10. We provided a facility and instructor for four months of web page development training for the Youth Organization of San Antonio. 11. We provided video capture and editing for the City of San Antonio. 12. I presented at the NISOD convention. 13. We hosted the Macromedia Users Group for Scripting classes
Learning Resources Department	1. All employees attended Sexual Harassment Avenues of Complaint training. It provided sensitivity training about this problem, 2. Production of PhotoDirectory. Inadequate hardware and staffing hampered workflow. Other projects had to be postponed, 3. Supplying telecourse programs on videotape for student purchase. It was difficult to meet the demand.
Women's Center	1st annual WE: Women Empowered Conference co-sponsored by the Mayors Commission on the Status of Women. Impact on unit:1) raises profile of Women's Center, including programs and services available 2) expands outreach component of Women's Center Adult Re-entry Program. 3) The fact that the Conference is being utilized as the springboard for a city-wide forum sponsored by the Mayors office and the MCSW signifies the significance of this issue as it pertains to the status of women in our community.
Technology Center	Technology Summit - forum for dissimilation of campus specific technical information. Inter-campus Technology Round Table - a monthly meeting of technical supervisors from each campus.
Assessment Center	We are one of two sites in the city that offer GED testing in Spanish. All other sites have discontinued testing GED in Spanish.

Learning Resources and Counseling

CLEP testing has converted to computerized testing, thus placing more of a demand on the computers we have.

We are the only college in the District that offers Accuplacer testing on a walk-in basis and have a very liberal schedule. Consequently we are getting students from the other ACCD colleges to take their placement test here at SAC. Again utilizing more of the limited

President

Office of the President — Retirement of the President.

Resource and College Development — In the process of grant development, I have gotten faculty members involved in two-plus-two activities that have led to articulation agreements between Child Development and UTSA and between Engineering and UTSA.

I did not anticipate my role as lead grant writer for the District in Title VI Internationalizing the Curriculum activities and TIF Technology funds planning, both of which have led to District-wide collaboration and cost sharing in the implementation of internationalizing and technology upgrade programs.

My involvement in the ENLACE collaborative has led to SACs participation in an in-service training for Jefferson High teachers, and to ACCDs participation in an NSF grant with SWT.

Several of our grant-development activities have led to the intensification of the organization of the Teaching Academy.

Because of demand from faculty and staff, I taught a class on Employee Development Day in Grant writing 101, and created a "How to Write a Grant" Booklet, striving to increase the Colleges capacity to raise money for programs.

Public Relations — The following are unanticipated activities/projects, the first two having a significant impact on the departments budget with a continued impact projected in the coming year:

1. We paid for the colleges business card shells, which cost the department about $4,500 (not related to the department fulfilling its mission.)
2. We paid for several months of research for the San Antonio College history book, which cost the department $2,088. (We anticipate an additional cost to the department in FY 2003 of $9,622.)
3. Co-Chairing the Closing the Gaps Campaign for the City of San Antonio. (No direct budget impact, but an impact on time.)

Institutional Effectiveness — Title V Data Mart Development, Data collection and participation in development of the PowerPoint presentation for the CIP IV Blue Ribbon Committee presentation, Fully implemented tracking of PARs for the whole college, Tracking college FTEs, Participating in District Research Committee, Statistical Research Specialist resigned for another position in the District and we initiated the advertisement for a replacement., Hiring of a temporary full-time

Professional Technical Education

American Sign Language — 8/01-8/02 Deaf faculty provided intermediary interpreting services for

and Interpreter Training

Deaf students with different language modes.

8/01-5/02 Melody Hull, full time faculty, interpreted 2 courses in addition to teaching her course load for 2 Deaf students due to shortage of part time interpreters.

9/01-8/02 Department provided interpreting services for all college wide events.

9/01-8/02 Peter Skarp, Lab Director, coordinated ASL Night. A monthly event at a local restaurant bringing Deaf and hearing people together. Attendance ranged from 50-100 participants each time. This has been great public relations for our program.

10/01 Peter Skarp and Jo Hilton represented San Antonio College at Texas School for the Deaf College Days in Austin, Texas to recruit high school Deaf students.

10/01-8/02 Department faculty provided basic training communication to SAC employees at Staff Development Day. Jo Hilton and Lauri Metcalf provided a workshop, "The Deaf Student in Reading Courses." to Reading Department faculty.

11/01 Peter Skarp and internship student represented SAC at Region 20 Career Day Fair for Deaf students.

11/01-2/02 Brian Barwise coached Miss Deaf San Antonio for her participation in the Miss Deaf Texas Pagent.

11/01-8/02 Lauri Metcalf, Department Chairperson, was asked to be on the planning committee for the National Education Interpreters Conference. Faculty members taught 6 workshops and counselor, Jo Hilton, coordinated student representatives. Department faculty provided tours to SAC facilities for conference registrants.

01/02 Collaboration effort with Reading and English Departments to pilot Basic Skills Reading class for Deaf students.

01/02 Established ASL "PAH" Club for Deaf students.

02/02 Peter Skarp and Jo Hilton spoke to Deaf students at Marshall High School about college opportunities at SAC.

02/02 Faculty, and students were actors, interpreters and consultants in "Sweet Nothing In My Ear" a play directed by Charles Falcon, SAC/Theatre and Communications Department.

4/02 Peter Skarp, Nancy Cantu and internship students represented SAC at Career Day at the New Braunfels Civic Center in New Braunfels, Texas.

June 2002 Nancy Cantu and Peter Skarp provided sensitivity training to SAC EMT students.

July 2002 Peter Skarp was asked to be the Master of Ceremonies for the Deaf Dance Company San Antonio performance.

Child Development Department	Because the Child Development Center playground was not maintained adequately, we had to purchase dirt and grass more than once. Our department sends out a newsletter twice a year (the faculty has recommended we increase that to three times a year). Postage has gone up. That will impact our budget. We are being charged approximately $15 a person for criminal history checks for lab students, labs, etc. We have two computers for adjunct faculty. Purchasing supplies such as toner, paper, etc., is a new cost to the department. During the Institute on Quality in Early Childhood, we were given $2000 dollars in scholarship monies from SAC and $4000 from the ACCD Foundation.
Engineering Technologies Department	Contract Courses -- Advanced perception of college by members of business and industry.
CIS	Helping Nehemiah Academy with computer classes. Takes several people quite a few hours of work.
Administrative Computer Technology	Rapidity of technological change is a primary challenge in computer-based departments. Although the need to upgrade equipment/systems was a part of the units plan, the extent of the upgrading needed was underestimated. Replacing equipment/systems in one or two computer laboratories each year was not sufficient to keep pace with the software and operating system demands. The budgetary impact of this situation will be felt
Protective Services	The Fire Science Program has experienced more than a 50% increase in enrollment. This has placed stress on the equipment and the adjunct instructional staff. There is no permanent facility from which to operate the fire academy, thus forcing the program to seek rental space for classroom instruction and contract use of equipment.
RADIO-TV-FILM	WE HAD 2 LIGHTNING STRIKES THAT TOOK OUT EQUIPMENT IN BOTH INSTRUCTIONAL AREAS. WE HAD TO BE WITHOUT CERTAIN EQUIPMENT, WHILE REPAIRS OR REPLACEMENT WERE IMPLEMENTED!
Nursing	We received a grant from the Texas Higher Education Coordinating Board for 48,000 to prepare high school students to enter the Associate Degree Nursing Program upon graduation.

Part 4

APPENDICES

Appendix A

INSTITUTIONAL EFFECTIVENESS SURVEY

SAN ANTONIO COLLEGE
2001-2002 INSTITUTIONAL EFFECTIVENESS SURVEY
FOR COLLEGE STRATEGIC OBJECTIVES

To determine either base line data or current status for some of the College's strategic objectives, all units in the college are asked to complete this survey. Survey results will be used by the Institutional Effectiveness Steering Committee to determine our current status regarding the standards set. Additionally, results will be used for various reports requested from the Office of Institutional Effectiveness. For survey questions asking about the number of participants in an activity, respond with a number that can be verified. **If you are not sure of participation, assume NO participation.** Please respond to this survey by September 27.

Department/Unit: _____
Individual Completing the Survey: _____
Title: _____

COLLEGE STRATEGIC GOAL 2.1.99 **SAN ANTONIO COLLEGE WILL DEVELOP AN ENVIRONMENT CONDUCIVE TO INDIVIDUALS ACHIEVING THEIR EDUCATIONAL GOALS.**

College Objective 2.1.1.01 By August of the year 2002, 80% of college units with courses, programs or special activities will promote global awareness through these venues each academic year.

Did your department/unit participate in activities which promote global awareness through courses, programs, or special activities? "Yes " No *Global Awareness is the understanding of the interrelatedness of global systems.

If YES, list the most significant activity(ies) during this past year.

COLLEGE STRATEGIC GOAL 3.1.98 **SAN ANTONIO COLLEGE WILL SUPPORT EMPLOYEE OPPORTUNITIES FOR PROFESSIONAL AND PERSONAL DEVELOPMENT.**

College Objective 3.1.1.98 By 2002, 100% of full-time, permanent employees of San Antonio College will have participated in activities to raise their awareness of Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Number of **full-time** employees in your unit _____
Number of full-time employees who have participated in ADA awareness activities _____

COLLEGE STRATEGIC GOAL 4.2.98 **THE COLLEGE WILL CONTINUALLY ASSESS AND RESPOND TO CHANGING TECHNOLOGY NEEDS.**

College Objective 4.2.1.01 By 2002 90% of all college employees will have achieved appropriate levels of computer utilization and/or computer technical proficiency **appropriate to their tasks**.

Number of **full, adjunct, and part-time** college employees in your unit _____
Number who, based on job requirements, have achieved appropriate levels of computer utilization **appropriate to their tasks** _____

College Objective 4.2.4.98 By 2002 each instructional unit will have access to multimedia capabilities sufficient to meet their instructional needs.

Is your department/unit primarily instructional? "Yes " No
* If No, you may skip the next question.

If yes, does your department/unit have access to multimedia capabilities sufficient to meet instructional needs?
"Yes " No

If the above answer is No, list the needed multimedia.

College Objective 4.2.10.01 By 2005, 90% of instructional units will be supported with adequate technology appropriate for their instructional mission.

Is your department/unit primarily instructional? "Yes " No
* If No, you may skip the next question.

If yes, is your department/unit supported with adequate technology appropriate for your instructional mission?
"Yes " No

If the above answer is No, list the needed multimedia.

COLLEGE STRATEGIC GOAL 5.1.98 SAN ANTONIO COLLEGE WILL CONTINUE TO CREATE AND EXPAND COMMUNITY SUPPORT AND OUTREACH ACTIVITIES.

College Objective 5.1.4.01 By 2002, 80% of all college units will be involved each year in community service activities as appropriate.

In how many community service activities did your department/unit participate? _____

List the most significant activity(ies).

COLLEGE STRATEGIC GOAL 6.1.01 SAN ANTONIO COLLEGE WILL INCREASE RECRUITMENT, RETENTION, TRANSFER AND GRADUATION RATES FOR POTENTIAL AND CURRENT STUDENTS REFLECTIVE OF THE SERVICE AREA POPULATION, ESPECIALLY THOSE STUDENTS WHO ARE ECONOMICALLY DISADVANTAGED.

College Objective 6.1.4.01 By August 2004, at least 20% of faculty (baseline total faculty = 948 Fall 1999) will have received instruction on one or more retention strategies, to include learning communities, learning styles, problem based learning, supplemental instruction, service learning, peer mentorship, and collaborative learning.

Number of **full-time/adjunct** faculty in your unit _____

Number who have received instruction on one or more retention strategies, to include learning communities, learning styles, problem based learning, supplemental instruction, service learning, peer mentorship, and collaborative learning _____

2001-2002 UNIT UNANTICIPATED ACTIVITIES

Each year units need to adapt to many internal and external forces. Adapting to these forces requires the use of unit resources. This information will also provide a way to identify those activities that might have become a part of a unit=s fulfilling of its mission. Subsequently, this may result in modifying the unit=s mission statement and impact unit planning. A compilation of these activities will be used as part of determining institutional effectiveness.

Through a process of year-end review, identify those activities that were not anticipated by describing the activity and describing the impact that activity had on the college and/or unit.

Appendix B

TECHNOLOGY FEE EXPENDITURE

2002-2003

San Antonio College
Technology Fee Expenditure

2002-2003
October 15, 2002

Approved:

_____ _____

Robert E. Zeigler, PH.D., President **Date**

Continuing Education and Workforce Development

DEPARTMENT	ITEM	COST
Continuing Education	Computer Work Station (39)	$48,600
	Police Car	6,000
	Arrhythmia Rhythm Simulator ...with TV Interface (3)	5,000
	Crash Cart	1,785
	Total	$61,385

Professional and Technical Education

DEPARTMENT	ITEM	COST	TOTAL
Admin. Computer Tech	Computer components & accessories (54)	$19,386	$19,386
Dental Assisting	X-ray Machines (2) Multimedia Projector	8,000 3,500	$11,500
Medical Assisting	Laptop Computer, CTX Projector & Cart	8,000	$8,000
Mortuary Science	Color Laser Jet Printer Computer and Computer ...Poles (2)	2,115 1,942	$4,057
Business	Laptop	2,500	$2,500
Child Development	Meyer-Johnson Board Maker Software	369	$369
Comp. Info. Systems	Computers (20) Assorted equipment for ...Security Degree	24,000 58,650	$82,650
Computer Aided Drafting and Design	CADD Software Licenses ...(22,500-4,00 from dept) CADD Lab Upgrade (1/2)	18,500 27,500	$46,000
Electronics	Electronic Trainers	2,480	$2,480
American Sign Language	Student Workstations (2) Laptop with CD/DVD & ...Internal ZIP	10,000 2,500	$12,500
Interpreter Services	Captioning Machine	1,500	$1,500
Nursing	Computers (7) Multimedia Cart Packages ...(laptop, LCD projector, ...cart) Laptop Computer	14,000 4,750 2,500	$21,250
Protective Services	LCD Projectors (2)	2,238	$2,238
Radio, Television & Film	TV Cameras and Accessories (2)	30,000	$30,000
		Total	$244,430

Evening, Weekend & Distance Education

DEPARTMENT	ITEM	COST
Evening, Weekend & Distance Education - Access Team-Adjuncts	Laptop Computers (4) Portable Printers (4)	$10,500 1,300
Counseling Department-Adjuncts	Computers (6) Printers (6)	12,000 4,800
Adjuncts	Computers (14) Printers (15)	28,000 12,000
	Shipping & Handling	600
	Total	$69,200

Learning Resources & Counseling

DEPARTMENT	ITEM	COST	TOTAL
Circulation/Reserve	Internet-Based Document Delivery ...System	$5,000	$5,000
Audiovisuals	Laptop Computers (2) Portable Lecterns/PA Units (3)	5,000 6,000	$11,000
Network	Computer Equipment for LRC Network Student Use Workstations (10) Uninterrupted Power Source (2)	2,040 12,500 1,200	$15,740
Student Multimedia Lab	Units for Student Multimedia ...Production Lab Como VHS/DVD and transport Units (4)	3,000 6,400	$9,400
Student Resources	E-Book Readers (5) Newspaper-Sized Scanner, Controller ...and Plotter Secure Socket Layer Certificate LCD Overhead Projector	1,500 15,000 500 5,000	$22,000
	Total : Learning Resources-Instructional		*$63,140*
Women's Center	Computers (3)	3,717	$3,717
Disability Support Services	Security Camera System Scanner WorkSmart Software Plato Computer Upgrades Computers (10) Kurzwil Software (2)	3,000 1,000 500 7,500 4,000 18,000 6,000	$40,000
Transfer Center	Computers (Student Use/Lab) (10)	12,950	$12,950
Job Placement Center	Computers (Student Use/Lab) (5)	6,000	$6,000
College Access Project	Computers (2) Laptop Computers (10)	2,400 16,860	$19,260
Career Planning Center	Computers (21) Lassi Software (1000) SDS Interactive Software (2) TypeFocus 3-Year Contract (3)	26,019 2,500 900 1,337	$30,756
Assessment Center	Computers (80)	103,600	$103,600
	Total: Counseling Departments-Instructional		*$216,283*
Instructional Technologies	Standard Desktop Units (6) Laptop Computer	14,400 2,588	

	External LS-120 SuperDisk (2)	444	
	External CD-RW (Firewire)	299	
	Digital Camera	1,000	
	Ceiling Mount LCD Projector	3,600	
	Ceiling Mount Kit	395	$30,264
	Portable Lightweight LCD Projector	2,750	
	High-Speed Collating Printer	3,500	
	Tripod and Panhead	699	
	Pro Sound Capture	64	
	Ergonomic ADA Optical Input Device (5)	225	
	Epson Webpage Development	300	
		Total	$309,687

Arts and Sciences

DEPARTMENT	ITEM	COST	TOTAL
ACAD DEV: SLAC	Student workstations (40)	$81,360	
	Laser Jet Network Printer (2)	3,720	$85,080
Biology	Computers w/LCD Projectors (5)	20,000	
	Biopac Computerized Physiology System	4,000	$24,000
Earth Sciences	GIS Student Workstations (16)	38,055	
	GIS Instructor Workstation	3,013	$45,359
	Carl Zeiss SV-6 Research Package	4,291	
Economics	Multimedia Cart and Pull Down Screen	4,400	
	CD Burners (3)	600	$5,000
English	Computers for CCR (5)	7,070	
	CS ROM Drives (10)	350	$8,695
	20 GB Hard Drives (15)	1,275	
Fine Art	Apple Computer (9)	13,104	
	Dual Processor	3,499	$16,603
Foreign Languages	Student Workstations (15)	46,185	
	Installation Setup	3,815	$50,000
Journalism	512 Memory (26)	2,600	
	CD Burners (13)	2,600	$18,737
	Server	8,037	
	LCD InFocus Projector	5,500	
Kinesiology	Printer	616	
	Zip Drive	126	$4,342
	Scanner	600	
	Projector	3,000	
Math	Dell Computers (25)	40,000	
	Projector	2,800	$43,600
	Bulbs for Projector (2)	800	
Music Humanities	Digital Piano System – Teacher	4,139	
	Digital Piano System – Students (12)	34,236	$42,800
	Digital Piano System - Controller	4,425	
Photography	Photogenic Light 25ooDR (2)	1,300	
	Photogenic remote display (2)	250	$6,650
	Photogenic (talon) Air Cushion Stand (2)	500	
	NIKON Digital Camera	4,600	
Physics	S Video Monitors w/Cables & Hdwr (3)	1,200	
	Infrared Mice (3)	150	$2,150
	Digital Video Camera	800	
Political Science	Multimedia Projector and Computer	4,400	
	Cart	1,200	$9,600
	Computer and Monitor for Multimedia	4,000	
Reading Education	2.4 GHZ Dell Pentium Desktops (25)	50,850	
	1.7 GHZ Dell Pentium Desktops (10)	12,420	$71,740
	Black/White Printer	2,120	
	Color Laser Printer	5,575	
	Scanner	775	
Sociology	Dell Laptop	2,167	
	Panasonic PT-LC75U Projector	2,599	$6,966
	Dell Computer	2,200	
Theatre Speech	Computer for AUTOCAD	2,500	
	Digital Camera	1,600	$4,100
Visual Arts	Computers *PERKINS MATCH (10)	17,800	
	Monitors *PERKINS MATCH (10)	2,200	$20,000
		Total	$465,422

Technology Center

DEPARTMENT	ITEM	COST
Technology Center	GoPrint Printing Solution	$38,000
	Student Lab/Classroom Wiring	9,000
	Laptop Workstations for Off Campus Registration (15)	42,630
	Laptop Workstations for Help Desk (5)	10,555
	Laptop Workstations for Programmers (4)	11,368
	Switchplates for Computers	47,000
	Total	$158,553

Appendix C

INSTITUTIONAL EFFECTIVENESS STEERING COMMITTEE

ROLE AND SCOPE

INSTITUTIONAL EFFECTIVENESS STEERING COMMITTEE

Role and Scope

What is Institutional Effectiveness?

The institution **must** have an appropriate plan, as well as a functioning planning and evaluation process, which identifies and integrates projected educational, physical and financial development, and incorporates procedures for program review and institutional improvement.

Criteria for Accreditation, Southern Association of Colleges and Schools, Modified: December 1995, p. 11.

The Institutional Effectiveness process is a comprehensive approach to planning and evaluation for verifying the effectiveness of Texas' community and technical colleges in achieving their local and statutory missions. It provides for the systematic use of evaluation results to continuously improve institutional performance and programs... The primary focus of Institutional Effectiveness at the state level is the evaluation and continuous improvement of instructional programs. The three fold purpose of this state-level evaluation is:

- Continuous improvement of Texas' community and technical colleges in response to state and federal goals and higher education mandates, including workforce education and training.
- Accountability to the citizens of the state, Texas Legislature, Governor, and to the U.S. Department of Education for public expenditures.
- Demonstration of the quality and responsiveness of Texas' community and technical college programs to developing a well-educated citizenry and highly trained workforce.

State Level Institutional Effectiveness
Process for Texas Community and Technical Colleges,
THECB, Effective Date: September 1999, p.1.

Institutional effectiveness is the systematic comparison of institutional performance to institutional purpose. Dr. Emily Dibble

The Institutional Effectiveness Steering Committee's mission is to ensure that San Antonio College is addressing these mandates from local, state, accreditation, and Federal Government entities and that this college is meeting the educational needs of our community.

Role and Scope:

The Institutional Effectiveness Steering Committee will:

- Establish systems to gather date, both statistical and anecdotal, from internal and external sources and evaluate that date.
- Establish a system to do trend analysis, both internal and external, and evaluate the impact trends on the college.
- Monitor the THECB Institutional Effectiveness Measures and Standards and the SACS Criteria for Accreditation and ensure the college is **continuously** in compliance with these evaluation factors. Where necessary, ensuring the college is addressing areas needing improvement.
- Monitor the District Strategic Plan and ensure the college is addressing applicable objectives.
- Develop the College Strategic Plan and monitor its implementation. This includes monitoring the development of action steps which will lead to achieving college strategic objectives.
- Monitor the Program Review Process and ensure that elements included in program reviews are appropriate to both institutional needs as well as program needs. Monitor and ensure, where appropriate that recommendations made as a result of program review are addressed in the unit's or department's plan and, where possible, in the college's response to that plan.
- Monitor the plans developed by college units and departments to ensure they are consistent with the mission of the college and the unit; that they address, where applicable, college strategic objectives; that plans are developed using valid data; that evaluation is a part of the planning process; that action plans are a natural outflow of the evaluation.
- Facilitate crossdivisional cooperation in addressing issues raised through data analysis.
- Produce an annual Institutional Effectiveness Report.
- Guarantee broad based involvement in all Institutional Effectiveness processes.
- Maintain regular communication with all constituencies of the college to enable this broad based involvement.

Appendix D

ACCESS AND EQUITY RECOMMENDATIONS

EVENING, WEEKEND
& DISTANCE EDUC.

Memo

TO: Dr. Vern Loland, President
Dr. Robert Zeigler, Executive Vice-President

FROM: Ruben Flores, Dean, Evening, Weekend & Distance Educ.

SUBJECT: Access & Equity Recommendations

DATE: March 9, 2000

The Access and Equity Committee has been meeting since February 1999 to review the "Access & Equity 2000 Plan"; and, the finalized recommendations of Goal 3 are attached.

The Faculty Senate and the Arts & Sciences Chairs have also reviewed the recommendations and approved them with minor modifications that were included in the attached recommendations: 1) Establishment of February 15th as deadline for departments to receive all applications; 2) Inclusion of a statement to provide up to seven years credit for prior secondary or teaching experience; 3) Enable departments to meet with Human resources to review publication locations; 4) Chairperson, rather than Human Resources, to provide data relative to diversity to search committee.

The Academic Council approved the recommendations on March 8th with the following stipulations.

1) Submit the recommendations to Dr. Vern Loland for discussion with the other ACCD Presidents.

2) Submit the recommendations to Dr. Robert Zeigler for discussion with the other ACCD Vice-Presidents and solicitation for their approval.

The Access & Equity Committee is submitting the attached recommendations for your consideration as a "Sequence Of Procedure For Search Committee".

1) Search committees are to be appointed by the department chairperson. All search committees should have minority representation. If necessary to achieve diversity, the department chairperson should select faculty members from other departments in related fields to serve on the search committee.

2) Faculty who do not believe they can serve objectively on a search committee should ask the chairperson to be removed from the committee.

3) A member of the Access and Equity Committee should meet with the chairs of all departments scheduled to hire OR should meet with each search committee. The purpose of this meeting would be to review the mission and goals of San Antonio College and to familiarize the chairs and/or search committees with the Access & Equity Committee's procedures for hiring.

4) Search committees should maintain minutes of all meetings. The chairperson of the committee may assume responsibility for the minutes or appoint a secretary.

5) After the committee has narrowed the field of applicants, interview should be conducted. All efforts should be made to interview the final candidates in person.

6) The search committee will establish a set of interview questions. Each question will be posted by the same committee member and in the same order to each interviewee.

GOAL #3:

To continually increase the number and proportion of Black and Hispanic faculty, administrators, and professional staff towards parity with their proportional representation in the population.

1. The hiring process for faculty should begin early in the Fall Semester for positions anticipated to become available in the subsequent Fall Semester. Most departments are aware of their hiring plans at the beginning of each academic year. Even if a department is not sure whether a slot will be approved, the necessary advertising could be done in October, November and December with a deadline for applications no later than January 31st. Departments should receive the applications by no later than February 15th. Many qualified candidates are lost because of earlier hiring cycles at competing colleges and universities.

2. Starting salaries must become more competitive for staff and faculty. With the recent increases in starting salaries for the San Antonio area Independent school districts, the Alamo Community College District must increase salaries to remain competitive.

In addition, up to seven years' credit may be granted for prior secondary or college teaching experience or for appropriate work experience for purposes of placement on the salary scale, as determined by the President.

3. The hiring process should be enhanced by advertising on web sites and in the respective newsletters of churches, social and civic organizations. In addition, area businesses and corporations could be contacted for approval to place job placements on their bulletin boards.

Upon departmental request, the Director of Human Resources should meet with departmental representatives to review the publication locations for ads and possibly expand and/or revise those sites.

4. An outreach program should be established to actively recruit applicants from colleges and universities. This should be done by participation in professional organizations, career fairs, etc. Chairpersons should be encouraged to send a letter to the chairs of colleges and universities with graduate programs in their respective disciplines advising a department of upcoming vacancies. By networking with other chairpersons and specifying the specific expertise needed by a department, minority applications may increase.

5. Departmental Chairpersons should provide the search committee with data related to the diversity of the department. The data should be provided merely to acquaint search committee members who are not departmental staff/faculty with the composition of the department.

RECOMMENDED FACULTY HIRING PROCEDURE

The search committee shall recommend to the Departmental Chairperson three unranked finalists for any faculty positions. The Chairperson shall then submit one name to the Dean and Executive Vice President for their review and approval. After consultation with the Departmental Chair, the Dean and Executive Vice-President shall submit the name of the recommended finalist to the President for final approval.

INDEX

College Objective 1.1.10.01 12
College Objective 1.1.4.96 7
College Objective 1.1.5.96 9
College Objective 1.1.6.01 11
College Objective 1.1.7.97 11
College Objective 2.1.1.96 12
College Objective 3.1.1.98 12
College Objective 4.2.1.98: 13
College Objective 4.2.10.01 14
College Objective 4.2.2.98 13
College Objective 4.2.3.98 13
College Objective 4.2.4.98 14
College Objective 4.2.9.98 14
College Objective 5.1.2.01 15
College Objective 5.1.4.01 15
College Objective 5.1.5.01 15
College Objective 6.1.1.01 15
College Objective 6.1.2.01 16
College Objective 6.1.3.01 16
College Objective 6.1.4.01 16
College Objective 6.1.5.01 16
College Objective 6.1.6.01 17
College Objective 6.1.7.01 17
College Objective 6.1.8.01 17
College Objective 7.1.2.01 17
COLLEGE STRATEGIC GOAL 1.1.97 7
COLLEGE STRATEGIC GOAL 2.1.99 12
COLLEGE STRATEGIC GOAL 3.1.98 12
COLLEGE STRATEGIC GOAL 4.2.98 13
COLLEGE STRATEGIC GOAL 5.1.98 15
COLLEGE STRATEGIC GOAL 6.1.01 15
COLLEGE STRATEGIC GOAL 7.1.97 17

U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources information Center (ERIC)

NOTICE

Reproduction Basis

This document is covered by a signed "Reproduction Release (Blanket)" form (on file within the ERIC system), encompassing all or classes of documents from its source organization and, therefore, does not require a "Specific Document" Release form.

This document is Federally-funded, *or* carries its own permission to reproduce, or is otherwise in the public domain and, therefore, may be reproduced by ERIC without a signed Reproduction Release form (either "Specific Document" or "Blanket").